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## Biosafety Checklist

Office of Research Compliance, University of Maine

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## BIOSAFETY CHECKLIST (BSL-2)

Re: CDC BMBL/5<sup>th</sup> Edition

Building  
Room:  
PI:  
Inspection  
Date:

Department:  
  
Phone Number:

Biosafety Level 2	Yes	No	N/A	Comments (additional space on p.2)
<b>A. Standard Microbiological Practices</b>				
1. The Principal Investigator (PI) establishes and enforces policies that limit access to the lab.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Persons must wash hands after working with potentially hazardous materials and before leaving the lab.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Eating, drinking, storing food, applying cosmetics, etc., is not permitted in the lab.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Mouth pipetting prohibited; mechanical pipetting devices must be used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Policies for the safe handling of sharps, such as needles, scalpels, pipettes, and broken glassware must be developed and implemented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Perform procedures to minimize the creation of splashes and aerosols.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Decontaminate work surfaces after completion of work and after any spill or splash of potentially infectious material with disinfectant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Decontaminate all infectious material before disposal using an effective method. Durable leak proof containers must be used if decon takes place outside of lab.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. A sign incorporating the universal biohazard symbol must be posted at the entrance to the lab. Should show agent, BSL level, PPE, name, phone nos.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. PI must ensure that lab personnel receive appropriate training regarding their duties, precautions to prevent exposures and exposure evaluation procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>B. Special Practices (When required):</b>				
1. All persons entering the lab must be advised of the hazards and meet specific entry/exit requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Lab personnel must be provided medical surveillance and offered appropriate immunizations for agents handled in the lab.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Laboratory specific <b>biosafety</b> manual/Standard Operating Procedures (SOP) must be prepared and adopted as policy. This manual must be available, accessible and read and understood by all.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. The PI must ensure that lab personnel demonstrate proficiency with BSL-2 microbiological practices before working with these agents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Potentially infectious materials must be placed in a durable, leak proof container during collection, handling, processing, storage, or transport.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Lab equipment should be routinely decontaminated, as well as after spills, splashes, or other potential contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Incidents that may result in exposure to infectious materials must be immediately evaluated and treated according to procedures in the <b>biosafety</b> manual/SOPs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
a. All such incidents must be reported to the PI. PI must also report incident to Risk Management & Safety and the Manager, Biosafety & Biosecurity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Medical evaluation, surveillance, and treatment should be provided when required and appropriate records maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Animals and plants not associated with the work being performed are not to be permitted in the lab.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. All aerosol generating procedures are conducted in a BSC or other appropriate physical containment devices (not laminar flow workbenches) such as sealed centrifuge rotor cups/heads.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>C. Safety Equipment (Primary Barriers)</b>				
1. Biosafety cabinet (Class II), certified annually, and other containment devices or PPE used when:				
a. Potential for aerosols or splashes exists. These may include centrifuging, grinding, blending, inoculating animals intranasally, harvesting infected tissues, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Biosafety Level 2	Yes	No	N/A	Comments (additional space on p.2)
b. High concentrations/titers or large volumes of agents are used. These may be centrifuged outside the BSC using sealed rotor cups/heads.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Face protection used for work outside BSC that may generate splashes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Lab coats worn and removed prior to leaving lab. Lab coats must not be taken home.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Gloves must be worn to protect hands from exposure to agents. Glove selection should be based on risk assessment. Gloves must not be reused and must be removed prior to leaving lab.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>D. Laboratory Facilities (Secondary Barriers)</b>				
1. Lab doors must have locks in accordance with university policy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Labs must have a hand washing sink. It should be located near the exit door.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Lab should be designed so that it can be easily cleaned and decontaminated. Carpets and rugs not permitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Benchtops impervious to water and resistant to chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Lab furniture (chairs, tables, etc.) is appropriate for loading and use. Spaces accessible for cleaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. BSCs must be installed properly to avoid room air fluctuations that might impede proper functioning of the cabinet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Eyewash readily available and tested periodically.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Lab windows that open to exterior are not recommended. If a lab does have such windows, they must be fitted with screens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Negative room airflow relative to the hallway recommended.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Vacuum lines should be protected with HEPA (High Efficiency Particulate Air) filters. Liquid disinfectant traps may be required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. HEPA filtered exhaust air from a Class II BSC can be safely recirculated if cabinet is tested and certified annually.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>BSC Certification Date:</b>
12. Are autoclaving procedures verified? If yes, explain how:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Training of Personnel	Yes	No	N/A	Comments
Documented lab safety training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Documented bloodborne pathogens training (if required)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Documented chemical safety training (if required)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ADDITIONAL COMMENTS:

The Principal Investigator is responsible for full compliance with the policies, practices and procedures set forth in the Biosafety in Microbiological and Biomedical Laboratories – 5<sup>th</sup> Edition, the University of Maine’s Biosafety Policy and the laboratory’s specific Biosafety manual. The PI is responsible for assuring the appropriate training of employees and for correcting unsafe working conditions.

PI Signature (Mandatory) \_\_\_\_\_

Date \_\_\_\_\_

Form prepared by \_\_\_\_\_